



CONRAD SCHOOLS OF SCIENCE

Anti-Bullying Policy

Conrad Schools of Science
School Name

08/01/2024
Month/Day/Year

A. Definition of Bullying:

Shall mean any intentional written, electronic, verbal or physical act or actions against another student, school volunteer or school employee that a reasonable person under the circumstances should know will have the effect of: (1) Placing a student, school or volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or (2) Creating a hostile threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or (3) Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or (4) Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

B. Committee Members:

<u>Name</u>	<u>Position</u>
Monica Malen	Administrator
Joe Rappa	Parent
Kelley Wilson	Core Academic Teacher
Jessie Glynn	Non-Core Academic Teacher
Kelly Nichol	School Psychologist

C. Give a brief description of the school's Bully Prevention Program:

The Conrad Schools of Science bullying prevention program meets the following criteria:

1. It is research-based
2. It is implemented throughout the year and is integrated with the school's discipline policies and state law
3. It strives to reduce existing bullying problems among students, prevent the development of new bullying problems, and achieve better peer relations and staff-student connections at

school

4. It includes the following components:

- Efforts among the school staff to treat others with warmth, positive interest, and involvement; set firm limits for unacceptable behavior; apply non-physical, non-hostile negative consequences when rules are broken; act as authorities and positive role models; and solve bullying problems in a consistent manner across all grade levels and all school locations
- Involvement of a Coordinating Committee (the School Climate Committee)
- Include of a supervisory system in non-classroom areas (described below)
- The following principles apply to everyone on school property or at a school function:
 - I will not bully others.
 - I will try to help anyone who I suspect is being bullied.
 - I will try to include students who are left out.
 - If someone is being bullied, I will tell an adult.

D. Give a brief description of the supervisory procedures in non-classroom areas:

Teachers are to actively engage in hall duty between class periods. Staff is assigned cafeteria duty to ensure safety. Administrators and other staff are assigned radio walkie-talkies and monitor stairwells, hallways, and non-classroom areas, allowing for the review and exchange of information regarding non-classroom areas. A number of video surveillance cameras are installed inside and outside of the building and are used to investigate Code of Conduct violations.

E. Reporting Requirement:

Any school employee who has reliable information that would lead a reasonable person to suspect that a person is a target of bullying as defined above shall immediately report it to administration. A written report shall be submitted to a designated administrator within 24 hours if (a) measures confirm a staff member's concerns that a student is being bullied, (b) a staff member receives a report of a bullying matter, or (c) a staff member observes a bullying incident.

F. Investigative Procedures: What assurances are in place to guarantee the victim is interviewed?

Administration shall promptly investigate in a timely manner and determine whether bullying has occurred, including the following steps:

1. All complaints shall be appropriately investigated and handled in a manner consistent with the Code of Conduct and due process requirements.
2. The principal has designated the Student Advisor and the School Counselors as the persons responsible for responding to bullying complaints.
3. Neither complainant nor witnesses shall be promised confidentiality at the onset of an investigation; however, efforts shall be made to increase the confidence and trust of the person making the complaint. Whenever practical, the investigating person shall make efforts to document the bullying from several sources. Student victims may have a parent or trusted adult with them, if requested, during any investigatory activities.
4. After receiving notice of the suspected bullying, the designated person shall review the complaint in conjunction with any other related complaints and reasonable steps shall then be taken by the designated person to verify the information and to determine whether the information would lead a reasonable person to suspect that a person has been a victim of bullying.

5. Parents of the alleged bully and the parents of the alleged victim are both notified that an allegation was made and that it is being investigated.
6. Any allegation of cyberbullying, so long as it has a substantial impact on the schools learning environment for the victim, shall be investigated and consequences applied in the same fashion as traditional forms of in school bullying.
7. Once the administrator has confirmed that a person has been the victim of bullying, the administrator shall take prompt investigatory steps to determine who committed the acts of bullying and whether others played a role in perpetuating the bullying. The administrator shall avoid forewarning the student suspects and shall interview suspects separately and in rapid succession.
8. After identifying those who committed the act or acts of bullying, the administrator shall apply disciplinary action as delineated in the Code of Conduct. The bully shall be informed that graduating consequences will occur if the bullying continues.
9. The administrator shall keep a written record of the bullying incident and any disciplinary actions taken, as well as a record of any written statements of those committing the bullying, victims, and witnesses. Discussions with all parties shall be documented as soon as possible after the events. The school shall not destroy or discard any material records or evidence while a criminal investigation into or prosecution relating to the incident is ongoing.
10. A follow-up shall be completed two weeks after an incident to determine whether the bullying has continued and whether additional consequences are needed. An additional follow-up shall occur in two months, regardless of whether new incidents have been reported.
11. Each confirmed incident shall be recorded in e-School.

G. Report to DOE:

The principal or his/her designee will report confirmed bullying incidents within five working days. All confirmed bullying incidents shall be reported to the Department of Education by the principal or his/her designee pursuant to Department of Education regulations.

H. Range of Consequences:

Consequences for bullying shall be consistently applied and shall be delivered in a non-hostile manner as per the Code of Conduct.

Consequences shall take into account such factors as the nature and severity of the behaviors; the degrees of harm; the student's age, size, and personality (including development and maturity levels of the parties involved); surrounding circumstances and the context in which the incidents occurred; prior disciplinary history and incidences of past or continuing patterns of behavior; relationships between the parties involved (including any imbalance of power between the perpetrator and victim); and ease of use for staff (within available resources and time constraints).

The appropriate range of consequences for bullying shall be as follows:

1. Removal of positive re-enforcers (e.g., time-out, loss of a privilege)
2. Use of negative or unpleasant stimuli, which may include:
 - Rebuke or verbal reprimand clearly specifying what is not acceptable and consequences if repeated
 - Notice to parent

- Serious talk with school staff member, with or without parents present
- Supervised break times
- Reassignment of seats in class, lunch, or on bus
- Behavioral report cards sent home or creation of a behavior contract
- Detention
- In-school suspension
- Suspension
- Forbidden to enter certain areas of school
- Reassignment of classes
- A referral to an external agency
- Reassignment to another school, or another mode of transportation
- Expulsion

I. Procedures for student or caregiver to provide information on bullying activity: (Provide the process to submit information to school administration.)

The procedures for a student and parent, guardian, relative caregiver, or legal guardian to provide information on bullying activity shall be as follows:

1. If a child complains of bullying while it is happening, the staff member shall respond quickly and firmly to intervene, if safety permits, if the situation appears to that staff member to involve bullying or real fighting.
2. If a child expresses a desire to discuss a personal incident of bullying with a staff member, the staff member shall make an effort to provide the child with a practical, safe, private, and age-appropriate method of doing so.
3. A letter box shall be placed in places selected by the Coordinating Committee (Library & Nurse's office) so that students who feel unable to talk to any staff can have a point of contact. Information found in the box shall be treated with care and a staff member or members shall be designated to be responsible for this information. Blank "Bullying: Request for Support" forms shall be available to all students but shall not be required for a report.
4. Written complaints shall be reasonably specific as to actions giving rise to the complaint and should include information as to:
 - Conduct involved;
 - Persons involved, designated bully, target, and bystanders' roles;
 - Time and place of the conduct alleged, number of incidents;
 - Names of potential student or staff witnesses; and
 - Any actions taken in response.
5. Short, easy to use complaint forms shall be provided.
6. A system shall be established whereby students can submit anonymous complaints of bullying that only designated persons will have access to.
7. Anyone may report bullying and a report may be made to any staff member. Staff members should encourage that reports of bullying be made in writing.
8. The principal has designated the Student Advisor and the school counselors as the persons responsible for responding to bullying complaints.
9. Every identified complainant who files a written complaint with a staff member shall receive a written explanation of results to the extent that it is legally allowed and shall be given an

opportunity to inform the designated person as to whether or not the outcome was satisfactory. Easy to use follow-up forms shall be made available.

10. Every substantiated and unsubstantiated bullying incident is recorded in e-School within 5 business days. This provides a central record for designated staff to read. This record shall give an indication of patterns which may emerge of both bullies and victims.

Formal disciplinary action solely based on an anonymous report shall not be permitted.

Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.

J. Notification of caregiver of bullies and targets:

Parent, guardian, relative caregiver, or legal guardian of any target of bullying or person who bullies another shall be notified.

K. Procedures for communication between school staff members, mental health, and health professionals.

The following procedures for communication between school staff members and medical professionals who are involved in treating students for bullying issues shall be followed:

1. Release of information forms to pediatricians and/or primary care physicians and mental health professionals shall be signed by the parent, guardian, relative caregiver, or legal guardian in order for the professional to communicate with school personnel regarding any treatment of a child. Releases shall be signed both at school and at the physician or mental health professional's office before communication may take place according to Health Insurance Portability and Accountability Act of 1996 (HIPAA) and Family Educational Rights and Privacy Act (FERPA) guidelines.
2. If a parent refuses to sign a release form at school, the school shall review this policy with him/her, explaining the reasons the release would be advantageous to his/her child.
3. After confirmation that a child has been involved in a bullying incident, if the administrator's designee recommends a mental health evaluation be completed, the school may:
 - Require that return to school will be contingent upon the clinical evaluation providing recommendations and a treatment plan if identified as appropriate.
 - Require that the student remain in in-school suspension and that return to a regular class schedule will be contingent upon the clinical evaluation providing recommendations and a treatment plan if identified as appropriate.
4. Summary of this evaluation shall be shared at a meeting with the student, his/her parent/guardian, and the school administrator's designee prior to return to school or the general population.

L. Implement all year:

Conrad Schools of Science Bully policy is in effect all school year. The Committee meets at least four times a year as part of the MTSS regulations and requirements. During that time, climate data is reviewed with committee members to determine and discuss future course of action.

M. Staff trained by December 1st of each year according to state regulations:

The School Bullying Prevention and Criminal Youth Gang Detection Training Log Template has been completed and sent to the Director of District & School Services

N. Policy submitted to the Director of Operations and Supervisor of Public Safety:

Conrad Schools of Science Anti-Bully policy will be submitted to Supervisor of Safety- AJ Nowell by September 1, 2024

O. Policy is printed in Parent and/or Student Handbook:

Conrad Schools of Science Bully policy is printed in the Parent/Student handbook, which is distributed to all students at the start of the school year.

Principal's Signature

Date Submitted

You may attach additional documents that are unique to your school's Bully Prevention Plan.